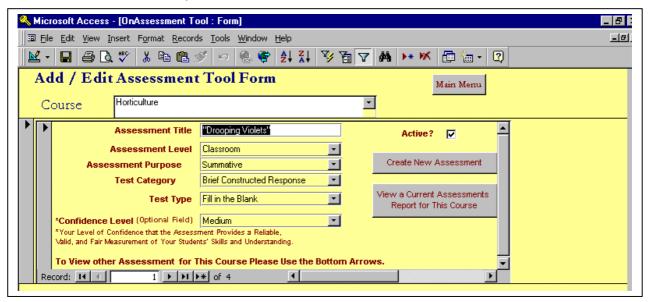
## MAVEA Maine Learning Results/Curriculum Integration Project Student Information System (SIS) – Instructor Help Manual

To enter information about your assessments: Select Button H on the main menu form.



**Assessment Title:** Enter the name of your assessment – a descriptive title works best – for example: Unit Test on Electrical Theory rather than Unit Test 1

[Note- there is an alternate method for creating an assessment title at "Work with Graded Projects - Button J]

## **Assessment Level:** Pull-Down Menu – 4 choices:

set as the default and will be the majority of your assessments Classroom –

Like Program – choose if your Technology Area has developed the Assessment for like programs across the state – for example, an assessment on Skidder operation that all Forestry instructors may be using.

Schoolwide – choose if your School uses the assessment across Technology Programs – for example, your school may have a common assessment for employability skills.

Statewide choose if the assessment has been developed to be used with all Career/Technical students from all centers/regions

**Assessment Purpose:** Pull-Down Menu – select either Formative or Summative

Assessment Category and "Test Type": a Pull-Down Menu for "Test Type" will display a list of assessments that fall in the assessment category that you have selected. The list of categories and associated assessment types is reproduced on the next page.

Assessment Category Pull-Down Menu choices: Brief Constructed Response

Performance **Process Product** 

Selected Response

When you select an Assessment Category, a filed named "test types" appears. See next page for test types associated with each assessment category.

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Note: There is a choice of "Nonelisted" in all the pull down menus that is set as the default. That means that if you don't select a different option, "Nonelisted" will show up in reports and it looks silly so apologies – we'll try to have it fixed in a later version of SIS

"Test Types" associated with each assessment category:

Test Category: BRIEF CONSTRUCTED RESPONSE

Test Type: Construct Graph

Construct Table Construct Web Fill in the Blank Label a Diagram

Test Category: PERFORMANCE

Test Type: Debate

Display Lab Demo Presentation

Skill Demonstration Teach a Lesson

Test Category: PROCESS

Test Type: Conference

Interview Observation Oral Questioning

Test Category: PRODUCT

Test Type: Essay

Lab Report Log/Journal Portfolio Project

Research Paper

Test Category: **SELECTED RESPONSE** 

Test Type: Checklist

Matching Multiple Choice Ordering True/False

Confidence Level: Pull-Down Menu with choices of High – Medium – Low. This is an optional field intended for instructors to indicate their confidence level that a particular assessment provides a reliable, valid, and fair assessment of students' skills and understanding. Used as part of an assessment inventory, a particular assessment rating can help an instructor determine which assessments they would like help developing, and in which areas they are "all set".